

036005/01/04*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: EXECUTIVE ASSISTANT

DEFINITION

Under general direction, to perform a variety of highly responsible and complex secretarial and administrative support duties for the highest-level City executive or elected official; to supervise office clerical staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Administrative Secretary class by the primary responsibility to support the highest-level City executive or elected official. Work involves the highest degree of independent judgment requiring a thorough knowledge of department and City-wide procedures and policies, and the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work. Incumbents routinely handle highly confidential and sensitive information, may serve on internal and external committees, may have budget preparation and administration responsibility, and may represent the City and/or City executive/elected official as required.

REPORTS TO: City Manager or designee.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or designee. May exercise general supervision over clerical staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible and confidential duties for designated City executives including screening phone calls, visitors and mail.
- Organize, supervise and coordinate office operations; participate in the preparation and administration of office budget.
- Maintain appointment schedules, daily calendars and make travel arrangements; coordinate civic and social engagements.
- Provide support to various boards, commissions and committees; prepare agendas and minutes; insure all reports and other agenda material, are submitted on time by various departments; contact participants and otherwise coordinate meetings; complete and distribute follow-up reports and special projects as assigned.
- Perform special projects including collecting, compiling and summarizing information obtained.
- Serve on various internal and external committees.
- Interpret City policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Independently respond to letters and general correspondence of a routine nature.
- Greet visitors and the general public.
- Initiate, maintain and supervise a variety of files and records.
- May select, train, supervise and evaluate subordinates.

- Compose proclamations from a variety of internal and external sources.
- Coordinate the preparation and purchasing of presentation folders, proclamations, plaques and a variety of other speciality items.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling, and punctuation.
- Modern office methods, procedures, equipment, and business letter writing.
- Organization, procedures, and operating details of a municipal government.
- Record-keeping principles and procedures.
- Principles of selection, training, supervision, and evaluation.
- Personal computer operation and applicable software applications.
- Public relations and information techniques.

Ability to:

- Plan, organize, and supervise clerical office functions and personnel.
- Communicate clearly and concisely, orally and in writing.
- Interpret and apply municipal laws and administrative and departmental policies and rules.
- Maintain accurate appointment schedules.
- Compose correspondence independently.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work and provide exceptional customer service to external and internal customers.
- Analyze situations carefully and adopt effective courses of action.
- Manage confidential and sensitive material, information, and situations.
- Compile and maintain complex and extensive records and files.
- Understand and carry out oral and written directions.
- Select, train, supervise, and evaluate subordinates.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade, supplemented by specialized secretarial/business related courses. An Associate Degree is preferred.

Experience: Five years of secretarial and clerical experience performing increasingly complex and responsible office and administrative duties. Municipal/public sector government experience preferred.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Type accurately, from clear copy, at a speed of 50 words per minute.

Proficiency in Word/Word Perfect.

Possession of an appropriate, valid class "C" Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Executive Assistant

TO: